

MADERA COUNTY
INPATIENT NURSE LIAISON

DEFINITION

Under general direction, to facilitate the admission, treatment, and discharge of mental health clients requiring hospitalization; to provide liaison services to families and patients, and to consult with hospital staff regarding admissions, treatment, discharge planning and financial and/or insurance coverage; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Facilitates intake, medication, and treatment services for clients requiring hospitalization; reviews hospital recommendations regarding patient discharge; develops discharge plan involving patient, family members and significant others; interfaces with treatment team; evaluates patients and reviews hospital records to monitor progress; schedules doctor appointment for psychiatric services; coordinates efforts with Mental Health Caseworkers; assists in the investigation of considerations regarding temporary conservatorships; identifies placement opportunities for clients upon discharge from the hospital, including Institution for Mental Disease (IMD), State Hospitals, skilled nursing facilities, board and care homes, and independent living.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current trends and practices in professional psychiatric nursing.
Principles, techniques, procedures, and trends of psychiatric counseling.
Social aspects of mental and emotional disturbances and mental problems.
Characteristics of mental and emotional disturbances and mental problems.
Federal and State confidentiality rules and regulations.

Skill to:

Operate a motor vehicle safely.

Ability to:

Communicate effectively with others in writing, in person and by telephone.
Work within a team structure.
Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
Analyze situations accurately and adopt effective courses of action.
Perform job duties under stressful conditions.
Respond appropriately to situations; think clearly and act calmly in crisis situations.
Maintain confidential information in accordance with legal standards and/or County regulations.
Develop and maintain effective interpersonal relationships at all organization levels, with coworkers, clients and the public.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two (2) years experience working in a psychiatric hospital, institution, or program for the seriously mentally ill.

License or Certificate:

Possession of a valid license as a Registered Nurse, Licensed Vocational Nurse, or Psychiatric Technician in the State of California.

Possession of, or ability to obtain, a California Driver's License.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.

Effective Date: August 2003